Classroom: Founder's Hall 151 (East)
Office: Founder's Hall 160Q (East)
Office Hours: Check my home page
Textbook: Elementary & Intermediate Algebra (7th ed.)
   by Bittinger, Ellenbogen, Johnson

Instructor: Mrs. Heidi Meyer
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Grade Components		Grade Scale
Online Homework	100 points	675-750 pts. = A
Quizzes (TPQs)	50 points	600-674 pts. = B
Midterm Exams	400 points (100 pts. each)	525-599 pts. = C
Final Exam	200 points	450-524 pts. = D
TOTAL	750 points	below 450 pts. = F

Please note that the grading scale above is equivalent to the standard 90% and above being an A, 80%-89% being a B and so on. I will post grades for the first time after your first test, and I will update grades online after each test. If you want to determine your grade between tests, divide the points you've earned by the points possible so far, and that will give you your percentage. What I've shared above is the grading scale I will stick with; I cannot "give" an extra few points at the end if you are "so close" to the next grade up, so be sure to put in extra effort from the beginning rather than looking for it at the end! There is a lot of support available to you; be sure to take advantage of it. It is my strong desire to see you succeed!

Homework & Textbook: Homework will be done online using the MyMathLab system. You may choose to buy the textbook and the online code, or you may just purchase the online code alone (because a digital version of the textbook comes with it). Some people find it helpful to have a physical textbook to refer to, but that's your choice. *Homework is an essential component of your learning in this course.* It is worth 100 points. Be sure to keep up with the homework in a timely manner, and be sure to **READ** the section in the book that goes with the homework each day. Although your homework will be submitted online I highly recommend that you also do the work on paper and keep it neatly organized in a folder. Having your work written out allows you to refer to it as you study for tests, and it makes it easier for you to get help from me or from the tutors. **TIMING** - assignments will open two days before that lesson is taught and will remain open until you've had two class days beyond that lesson in which to ask me questions in class.

Quizzes: I'm calling these TPQs, which stands for "Test Practice Quizzes." The purpose of these quizzes will be to help you be well-prepared for tests. They will be very short, will be given daily, and will be worth one point each, for a total of 50 points. You won't need to study for them - rather they will be more of a guide for you.

Midterms: There will be 4 midterm tests. Each is worth 100 points, for a total of 400 points. Tests cannot be made up. If you have an emergency on the day of a test, I will replace your missing test grade by the percentage you earn on the final exam. This will not be done more than once, however. If you know in advance you will not be able to be in class on the day of a test, talk with me ahead of time, and we can try to work out an arrangement for you to take that test. No calculators allowed.

Final Exam: The final is worth 200 points and will be taken in our regular classroom. The final exam for section 2303 of this class will be on Wednesday, December 13, 10:00am-12:50pm. The final for section 2304 of this class will be Monday, December 11, 1:00pm-3:50pm. The final is cumulative. No calculators allowed.

SEEKING SUCCESS - The assumption is that you are here with a desire to succeed, so the expectation is that you will do what is necessary to achieve that. Suggestions include but are not limited to - forming a study group - getting tutoring at the Library & Learning Center - coming to my office hours - asking questions in class - using the helps in MyMathLab - spending the expected 2 hours or more outside of class on study, homework and review for this class - attending class daily and focusing while in class - keeping up with homework - etc.

ACADEMIC HONESTY - Your grade is intended to be a reflection of what you have learned about this subject and how well you can demonstrate that learning. Also, your classmates expect a fair and just learning environment. The definition of cheating is making use of any unauthorized 'help' on homework, tests, projects, etc. If cheating occurs it will be dealt with as college policy dictates, the minimum outcome being a zero score. Any incidences of cheating, large or small, will be written up and reported to the administration; depending on the severity of the offense you may receive an F in the class and/or you may be removed from the course or the college. Do not take this risk.

RESPECT FOR OTHERS - This classroom is intended for the learning of mathematics. Distractions such as conversations, cell phone use of any kind (including texting), arriving late or leaving early are not helpful to your learning process, and they are disrespectful to your fellow classmates who have paid the money and taken the time to be present. Please note that any talking - even asking the person next to you what I just said or discussing a problem we are going over (unless I have directed you to do so) is a distraction to those around you and also keeps you from hearing other information being shared. If you have a question either raise your hand and direct it to me so that we can benefit from it as a whole class or put a question mark in your notes and ask me, a classmate, or a tutor after class.

FINAL NOTES

- I consider this **syllabus** a contract but reserve the right to make *necessary* changes in the event of extenuating circumstances.

- Keep in touch with me about necessary absences so that I do not drop you accidentally. You may be dropped after 4 or more **absences** (equivalent to a full week of class!). If *you* decide to withdraw, it is your responsibility to do so through **admissions**. If you stop attending but do not officially drop, you may receive an F in the class, which will impact your GPA.

- The course **outline, objectives and SLO's** are available under the Math 30 link on my home page. Check it out to see the scope of the material we will be covering and what you will be expected to know by the end of the course.

- During **final exam week** <u>classes</u> and <u>office hours</u> are NOT HELD. During finals week you just study and go to your final exams.

- If you have a **documented disability** bring me your paperwork during the first week of class so that I can assist you in accessing your accommodations.

- **Calculators** are great tools for checking work and for exploring mathematics for deeper understanding. I welcome you to bring a calculator to class, but don't become dependent on it as you will not be allowed to use calculators for tests or quizzes.

- **Late work** is not accepted, nor are there make-up tests or quizzes.

- **KEEP** all work returned to you, such as quizzes and tests! I do enter your grades very carefully, but if I make an error the only way it can be fixed is if you can prove to me, by showing me your grade, that I made an error and what it was. Also these are excellent materials to study from as you prepare for tests and the final!